

Sr.No.	SECTION	ACTIVITIES
1	<b>Administration Principal's Office</b>	<p><b>Prin.Dr. Shyam Shirsat (Principal)</b></p> <ol style="list-style-type: none"> <li>1. Mr. Rajendra Darwante (P.A.to Principal) <ul style="list-style-type: none"> <li>➤ Enter the mails and letters.</li> <li>➤ All typing works of Administrative Office.</li> <li>➤ To entertain visitors/guest of Principal.</li> </ul> </li> </ol> <p>Mr.Rameshwar Aher (Assisstant)</p> <p>Mr.Sunil Bhise (Assisstant)</p> <p>Mr. Sominath Waghmare (Assisstant)</p>
2	<b>Vice Principal's Office</b>	<p><b>Dr. Dadarao Shengule</b> (Vice Principal)</p> <p><b>Dr. Rajendra Shejul</b> (Vice Principal)</p> <p><b>Smt.Shubhangi Godbole</b> (Vice Principal)</p> <ol style="list-style-type: none"> <li>1. Raju Baraskar (Assistant)</li> <li>2. Kiran Salunke (Assistant)</li> <li>3. Rambhau Wankhede(Assistant)</li> </ol>
2	<b>Administration (Registrar Office)</b>	<p><b>Mr. Prabhakar More (Registrar)</b></p> <p>➤ Over all supervision on Administration staff and the administrative activities in the college and any other duties assigned by the higher authorities.</p> <ol style="list-style-type: none"> <li>1. Ramesh Kale (Assistant)</li> <li>2. Sunil Madke (Assistant)</li> <li>3. Chandrashekar Jadhav (Assistant )</li> </ol>
3	<b>Administrative Office</b>	<p><b>Mr. Sanjay Pawar (Office Superintendent)</b></p> <p>➤ Supervision over Establishment, Account, Salary Section, Student Counter Service Section. Guide to subordinate staff working under him. Control and cooperate in the official correspondence. Any other duties assigned by the higher authorities.</p> <ol style="list-style-type: none"> <li>1. Mr. Ganesh Tandale (Assistant.)</li> <li>2. Mr .Annasaheb Shewale (peon)</li> <li>3. Mr. Devidas Nikam (peon)</li> <li>4. Mr. Madan Bhagwat (Assistant)</li> </ol>
4	<b>Account Section</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. Rambhau Vangujar (Accountant)</b> <ul style="list-style-type: none"> <li>➤ Supervise the work of account clerk under him and pass the bill for payment prior sanction of Registrar and Principal.</li> </ul> </li> <li>2. Mr. Dnyanesh Dhage. (Jr.Clerk)</li> <li>3. Mr. Manish Dudhatkar (Assistant.)</li> <li>4. Mr. Ramnath Bobade (Assistant) <ul style="list-style-type: none"> <li>➤ To maintain all books of accounts payment register and funds.</li> <li>➤ Update day to day cash book.</li> <li>➤ To update bank reconciliation statement and budget.</li> <li>➤ Attend audit queries and to reply audit report.</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>➤ To college daily fees and deposit in bank.</li> <li>➤ To attend to routine correspondence with Banks and other department.</li> </ul> <ol style="list-style-type: none"> <li>1. Mr. Govind Bansod (peon)</li> <li>2. Mr. Bhagchand Borude (peon)</li> </ol>
<b>5</b>	<b>Salary Section</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. Chandrashekhar Borade (Sr.Clerk)</b></li> <li>2. <b>Mr. Pravin Deshmukh (Jr. Clerk)</b></li> </ol> <ul style="list-style-type: none"> <li>➤ Making of Salary of College staff.</li> <li>➤ Maintenance of General Provident fund account.</li> <li>➤ Maintain of DCPS .</li> <li>➤ Disbursement of Demand Drafts deducted from staff salary like LIC premium, I.T., Prof. Tax, loans repayments. Etc.</li> </ul>
<b>6</b>	<b>Establishment section</b>	<ol style="list-style-type: none"> <li>1. <b>Mr. Sopan Pawar (Senior Clerk)</b> <ul style="list-style-type: none"> <li>➤ Maintain of all service matter of Teaching staff. Like service book, pension case, personal files, staff approval, work load. Affiliation of college, fill of data of college in various online Portals. Etc.</li> </ul> </li> <li>2. <b>Mr. Nivrutti Shisode ( Junior Clerk)</b></li> <li>3. <b>Mr. Yunus Shaikh (Senior Clerk)</b> <ul style="list-style-type: none"> <li>➤ Maintain of all service matter of all Non-Teaching staff like service book, pension case, personal files, staff approval, work load. Inward and outward. Perform duties of Asst. Information officer. Maintain of boys hostel account.</li> </ul> </li> </ol> <ol style="list-style-type: none"> <li>4. Mr. Namdeo Chaudary.(peon)</li> <li>5. Mr. Vithal Bhagwat (peon)</li> <li>6. Mr. Ravindra kachore(peon)</li> <li>7. Mr. Demaji Mhaske (Assisstant)</li> <li>8. Mr. Manoj Jadhav (peon)</li> <li>9. Mr. Ramesh Rathod (Peon)</li> <li>10. Mr. Padmakar Birhade (Lab. Attd.)</li> </ol>
<b>7</b>	<b>Internal Quality Assurance Cell (IQAC)</b>	<p><b><i>Internal Quality Assurance Cell (IQAC)</i></b></p> <ul style="list-style-type: none"> <li>➤ Planning, guiding and monitoring <b>Quality Assurance (QA)</b> and <b>Quality Enhancement (QE) activities</b> of the colleges.</li> </ul> <ol style="list-style-type: none"> <li>1. Mr.Sayyed Istiyak Kamil (Steno-Sr.Grade)</li> <li>2. Mr. Shivanand Jagdale (Assisstant)</li> <li>3. Mr. Santosh Shinde (Assisstant.)</li> </ol>
<b>8</b>	<b>Student Counter Admission.</b>	<p><b>Mr. Dilip Jadhav (Office Superintendent)</b></p> <ul style="list-style-type: none"> <li>➤ Supervision all over Student Service Counter.and any other duties assigned by the higher authorities.</li> </ul> <p><b><u>Junior College.</u></b></p> <ol style="list-style-type: none"> <li>1. Dr.Anil patil (Lab.Attd.)</li> <li>2. Mr. Santosh kshirsagar(Jr.Clerk)</li> <li>3. Mr. Sundardas Barfe (Jr.Clerk)</li> <li>4. Mr. Vijay Pawar (Jr.Clerk)</li> <li>5. Mr. Shahaji Shinde (Assisstant)</li> <li>6. Mr. Bhausahab Gaikwad. (Assistant)</li> </ol> <p><b><u>Senior Section/ Post graduate Section</u></b></p> <ol style="list-style-type: none"> <li>1. Mr. Dilip Nikam (Assisstant)</li> <li>2. Mr. Babasaheb Jagtap (Lib. Attd)</li> </ol>

		<p>3. Mr. Deepak Gaikwad (Assisstant)  4. Mr. Subhash Shinde (Assisstant.)  5. Mr. Dnyaneshwar Bhagyawant.(Peon)  6. Mr. Tanaji Suryawanshi (Lab Asst)  7. Mr. Baburao Dakle (Lab Asst)  8. Mr. Nitin Kakade (Assisstant)  9. Mr. Sanjay Sanap (Assisstant)  10. Mr. Dattatray More (Assistant)  11. Mrs. Vijaya Shisode Junior Clerk  12. Mr. Sudhir Chaudhary.</p> <p><b><u>GOI Schorship JR/SR/PG</u></b></p> <p>1. Mr. Anil Chhane (Junior Clerk)  2. Mr. Krishna Vangujar (Assisstant)  3. Mr. Rajendra Tupe (Assistant)  4. Mr. Rajdhar Shinde (Assistant)  5. Mr. Harishachandra Dabhade (Assistant)</p>
9	<b>EDP SECTION</b>	<p>1. <b>Mr. Rajesh Jagtap ( Lib.Clerk )</b>  2. Mrs. Madhavi Awasthi  3. Mrs. Minal Shinde.</p> <p>➤ Processing of all student data. Like admission data entry, exam form, eligibility data upload, issue of leaving certificate , bonafied certificate, prepair of student identity card.etc.</p>
10	<b>Store/Purchase stationary</b>	<p><b><u>Store/Purchase stationary</u></b></p> <p>1. Mr. Sunil Sakhare (Assisstant.)  2. Mr. Raju Bhagwat (Assistant)  3. Mr. Rajendra Ghode (Peon)</p>
11	<b>Estate/ Maintenance</b>	<p>1. <b>Mr. Bhausaheb Bhosale.( Assisstant)</b>  2. Mr. Bhanudas Kale (Lab.Attd.)</p> <p>➤ Maintenance of College property</p>
12.	<b>Garden maintenance</b>	<p>1. Sanjay Wagh</p>